Overview

Trigger:

Payroll Staff wants to verify the alternate approver information for a supervisor in the Employee Self Service (ESS) internet portal.

Business Process Procedure Overview
A supervisor can assign an alternate to approve time and/or other pay entries for their "Direct" and/or "Indirect" subordinates in ESS, provided both parties have the Manager Self Service (MSS) role. Two reports that display alternate approver information are available in SAP: ➢ Use the "Supervisor *HAS* Alternate" option to see if a supervisor has assigned someone else as an alternate to approve time and/or other pay entries for "Direct" and/or "Indirect" subordinates. ➢ Use the "Supervisor *IS* Alternate" option to see if a supervisor has been assigned as an alternate to approve time and/or other pay entries for someone else's "Direct" and/or "Indirect" subordinates. Options available to a supervisor in the (MSS) Alternate Approver Maintenance screen in ESS: ➢ *ADD* Approver *(this action must update overnight and will be effective the following day)* ➢ *REMOVE* Approver *(this action must update overnight and will be effective the following day)* ➢ *DISPLAY* a list of people who have been set up as alternate approvers Things to remember: ➢ A supervisor *CAN* be set up as an alternate approver for a subordinate ➢ A subordinate *CANNOT* be set up as the alternate approver for the supervisor ➢ A supervisor *CANNOT* set up an alternate approver that circles back to them (see Example below) Example: Three supervisors (A, B & C) work for the same agency and do not report to the other. **Supervisor 'A' has assigned Supervisor 'B' to be the alternate approver (for A's employees)** *Supervisor 'B' CANNOT assign Supervisor 'A' to be the alternate approver for B's employees because alternates cannot cross back to each other.* **Supervisor 'B' has assigned Supervisor 'C' to be the alternate approver (for B's employees)** *Supervisor 'C' CANNOT assign Supervisor 'A' or 'B' to be the alternate approver (for C's employees)* **If Supervisor 'C' wants to assign Supervisor 'B' as the alternate approver:** 1. Supervisor 'B' must remove Supervisor 'C' from the alternate list (*this action must update overnight before Supervisor 'C' can assign Supervisor 'B' as an alternate approver*) 2. The next day, Supervisor 'C' can assign Supervisor 'B' as the alternate (*the action must update overnight before Supervisor B will be able to approve time for Supervisor 'C's employees*).

Procedural Steps

1.1.   Access transaction by:

Via Menu	Reports - Other → Display ESS Alternate Approver
Via Transaction Code	Z_DISPLAY_ALTERNATE
Via Favorites Menu	Display ESS Alternate Approver

Double click on "Display ESS Alternate Approver" and the following screen will appear:

Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee(s)
Organization key	Department, Unit and Distribution Code
Supervisor HAS Alternate	Displays list if the supervisor HAS an alternate
Supervisor IS Alternate	Displays list if the supervisor IS an alternate for someone else
Page Breaks	Yes or No

Accelerated SAP		BUSINESS PROCESS PROCEDURE
Accelerated SAP *State of Utah*	**Organization/Area:** Administer Employee HR Data	**BUSINESS PROCESS PROCEDURE** **Payroll Department** **Display ESS Alternate Approver**
File Name:	H:\APAYROLL\BP-Administer Employee HR Data\BPPs External\Report - Display ESS Alternate Approver	Release:	R/3 5.0
Responsibility:	Department Payroll Staff	Status:	Issued: 7/16/2008 Revised:

1.2. **Specify the "Payroll area".** The screen defaults to the correct area, UB.

1.3. **Specify the "Payroll period" by clicking on the radial ○ button next to the desired selection filter (the button will look like this ⦿ after you click on it) then press enter.** The screen defaults to "Current period" and allows selection of "Current period" or "Other period".

> ➢ Use the **"Current period"** option when running the report during the week of payday for the period being paid.

> ➢ Use the **"Other period"** option when running the report for a previous pay period. Requires entry of the period number and year.

1.4. **The "Personnel Number" field is used to select specific employees by entering the employee identification number(s) in the "Personnel Number" field.** Enter more than one EIN by clicking on the multiple selection ⇨ icon to the right of the "Personnel Number" field. A box appears that allows entry of multiple EIN's. This field may be left blank if using the "Organization key" selection filter.

1.5. **The "Organization key" field allows entry of the Department code followed by a blank space, the Unit code and the Distribution code to specify a selection of an employee group.** The entry format is "ddd (blank) uuuudddd". Use the wild card symbol, *, in the selection criteria as one of the unit or distribution digits to get all employees within the same org key. For example, to print the report for all employees in department 100 and units with 0420, enter 100(space)0420*. Enter multiple organization keys by clicking on the multiple selection ⇨ icon to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. This field may be left blank if using the "Personnel Number" selection.

1.6. **Specify the "Alternate Approver Information" by clicking on the radial ○ button next to the desired selection filter (the button will look like this ⦿ after you click on it) then press enter.** The screen defaults to "Supervisor HAS Alternate" and allows selection of "Supervisor HAS Alternate" or "Supervisor IS Alternate".

> ➢ Use the **"Supervisor HAS Alternate"** option to display a list of alternate approvers for a supervisor.

> ➢ Use the **"Supervisor IS Alternate"** option to display the alternate approver information for a supervisor that has been designated to be an alternate for someone else.

1.7. **The default for "Page Breaks" is set to "No".** Click on the radial button next to "Yes" to create page breaks.

1.8. **Click on the Execute button in the upper left area that looks like a clock to view the report.**

1.9. **To print the report click on the Print (Ctrl + P) 🖨 icon (or choose System > List > Print) from the screen heading toolbar.**

2.0. **Examples of completed selection filters and the related reports follow.**

2.1. **Selection criteria to display the alternate approver information for a supervisor.** Enter the EIN and select the "Supervisor HAS Alternate" radial button.

2.2. **The "Supervisor HAS Alternate" report is shown below.**

2.3. **Selection criteria to display the alternate approver information for a supervisor (designated to be an alternate approver for another supervisor).**
Enter the EIN and select the "Supervisor IS Alternate" radial button.

2.4. **"Supervisor IS Alternate" report.**

3.1. **The heading for the "Supervisor HAS Alternate" report contains the following information:**

> ➢ The report ID

> ➢ The report title

> ➢ Page number

> ➢ For pay period ending date

> ➢ Date the report was run

> ➢ Pay period number and year

> ➢ Time the report was run

3.2. **The columns on the "Supervisor HAS Alternate" report are listed below with a brief description.**

SUPERVISOR

DEPT	The supervisor's department number.
UNIT	The supervisor's home unit.
DIST	The supervisor's distribution code.
EIN	The supervisor's employee identification number.
NAME	The supervisor's name.
PIN	The supervisor's position identification number from the HRE system.

ALTERNATE APPROVER

DEPT	The alternate approver's department number.
UNIT	The alternate approver's home unit.
DIST	The alternate approver's distribution code.
EIN	The alternate approver's employee identification number.
NAME	The alternate approver's name.
PIN	The alternate approver's position identification number from the HRE system.

3.3.   The heading for the "Supervisor IS an Alternate" report contains the following information:

> ➢   The report ID

> ➢   The report title

> ➢   Page number

> ➢   For pay period ending date

> ➢   Date the report was run

> ➢   Pay period number and year

> ➢   Time the report was run

3.4.   The columns on the "Supervisor IS an Alternate" report are listed below with a brief description.

ALTERNATE APPROVER

DEPT	The alternate approver's department number.
UNIT	The alternate approver's home unit.
DIST	The alternate approver's distribution code.
EIN	The alternate approver's employee identification number.
NAME	The alternate approver's name.
PIN	The alternate approver's position identification number from the HRE system.

SUPERVISOR

DEPT	The supervisor's department number.
UNIT	The supervisor's home unit.
DIST	The supervisor's distribution code.
EIN	The supervisor's employee identification number.
NAME	The supervisor's name.
PIN	The supervisor's position identification number from the HRE system.